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## **SPECIAL INSTRUCTIONS FOR MANUAL PAGES TO FOLLOW**

### **Check List:**

For quick reference by the Pastor, the checklist is provided for the listing of the reporting responsibilities of the Pastor to the Field Director and the due dates for such reports.

### **Agenda and Minutes Formats:**

The Pastor should prepare and reproduce for each Board Member a written agenda, which follows the format of the **Sample Agenda**. And the Secretary shall prepare and reproduce for each Board Member a written set of minutes.

### **Items for Board Consideration Throughout the Year:**

Items that should be covered by the Board annually are outlined in this section. The Mandatory Items for Annual Review are listed on page 6, although each Board is free to vary the month. It is vital that the Secretary include in the minutes the action on all the items considered at the Board meeting.

### **Offering and Attendance Report:**

Complete this record for each service and give to the pastor or treasurer. These will be used to compile the monthly report to the Board and Field Director.

### **Nomination Process for Board Members:**

The steps for selecting Board members should be carefully followed in the exact sequence given.

### **Annual Church Ministries Report:**

Each year the General Council will send to you the Annual Church Ministries Report (ACMR). It is mandatory for District Affiliated Churches to complete this form and forward it to both the General Council and the District Council by January 31. Also, make an additional copy and forward it to your Field Director.

### **Annual Pastoral Reappointment Questionnaire:**

This form will come from the S.C.D.C. office.

The Pastor must complete the form in preparation for the yearly Field Director's interview.

This form may be used throughout the year as a self study tool.

Please copy this form and forward to each Member of the Church Board.

## CHECK LIST

### 1. MINUTES OF BOARD MEETINGS

Have them prepared immediately after the meeting.  
Send to Field Director within one week after a Board meeting.

### 2. FINANCIAL REPORTS

See that the Field Director receives the Monthly Balance Sheet and Profit and Loss Statement.

### 3. ANNUAL CHURCH MINISTRIES REPORT (ACMR)

Complete the ACMR at year-end and return it to addresses indicated. Make an additional copy and forward it to your Field Director.

### 4. ANNUAL REAPPOINTMENT QUESTIONNAIRE

Complete and submit to Field Director prior to the time of the Annual Ministry Review

### 5. INSURANCE COVERAGE

All current requirements for Insurance coverage of District Affiliated Churches are found in the appendices. These coverages include General Liability, Worker's Compensation, Vehicle Coverage and also Youth/Children's Activities.

### 6. CHURCH OWNED VEHICLE INFORMATION

Please detail for each vehicle owned by the church

### 7. RISK MANAGEMENT

Our District and insurance require each church implement the risk management program. Refer to officially approved manual.

### 8. BOARD MEMBERS

Proposed additions or deletions to the Board are to be made on the appropriate forms in this **Manual**.

### 9. UNITED MINISTRIES FUND (UMF)

Monthly or quarterly the Treasurer of the Church is to send to the Southern California District Council funds in the amount of 1% of the general fund income. (SoCal District bylaws for D.A. Churches Article XII, Sect. 2, ss. b)

### 10. CHURCH PLANTING

This church shall give an amount equal to ten percent (10%) of its World Missions giving to District U.S. Missions for planting and strengthening other Assemblies of God churches within the District. (SoCal District bylaws for D.A. Churches Article XII, Sect. 2, ss. e)

### 11. RECORDS

This church shall cause a copy of its important corporate records to be kept on file at the SoCal District Office. Such records shall include, but not be limited to the current:

Annual Financial Report

Copies of property deeds with SoCal District name on deeds

Copies of all property tax bills

Completed Annual Church Ministries Report (ACMR) required by the General Council

Articles of Incorporation

### 12. Accountability

Pastor is responsible to know and implement all current SoCal District mandated requirements for District Affiliated Churches, including the most current bylaws.

## BOARD MEETING AGENDA

Name of Church

Name of City

Contact Information

Date: \_\_\_\_\_

Time: \_\_\_\_\_

### REQUIRED AGENDA ITEMS AT EACH MEETING

- I. Scripture and Prayer
- II. Minutes of Prior Board Meeting (sent to each Board member and Field Director prior to the meeting)
- III. Pastor's Report (submitted in writing to Field Director)
  - Spiritual Life of the Church
    - Update progress report on fulfilling goals agreed on in last meeting.
- IV. Secretary's Report (cite attendances as applicable)
  - Main service(s) attendance \_\_\_\_
  - Children's ministry (ies) attendance \_\_\_\_
  - Youth \_\_\_\_
  - Men \_\_\_\_
  - Women \_\_\_\_
  - Alternate services \_\_\_\_
- V. Financial Report (sent to each Board member and Field Director prior to the meeting)
  - Review of Profit and Loss reports
  - Review of Balance Sheet
  - Review of Special Funds and balances
  - Review of all other accounts (e.g. Building, Church Departments, Benevolence, etc.)
  - Checklist for fulfilling bylaws designated support:
    - 1% of General Fund to Southern California District Council United Ministries Fund \$ \_\_\_\_ sent this month.
    - 10% of World Missions income to Church Planting for Southern California District \$ \_\_\_\_ sent this month
- VI. Unfinished Business
  - A.
  - B.
  - C.
- VII. New Business
  - A.
  - B.
  - C. Date for next Board meeting.
- VIII. Assignments and projects between now and next Board meeting.
- IX. Adjournment

## BOARD MEETING MINUTES

Name of Church

Name of City

Contact Information

Meeting called to order at Date: \_\_\_\_\_ Time: \_\_\_\_\_

- I. Minutes of Prior Board Meeting presented and approved (or amended)
- II. Pastor's Report accepted as presented
- III. Secretary's Report accepted as presented (or amended)
- IV. Financial Report accepted as presented (or amended)
- V. Unfinished Business
  - A. (Example) Budget for next year presented for review. It was moved and seconded that the budget be adopted as presented. Motion Carried
  - B. (Example) The attached list of 12 names was presented for acceptance as new members of the church. After reviewing each name, it was moved and seconded that the entire list be accepted. Motion Carried.
- VI. New Business
  - A. (Example) The facilities sub-committee presented the results of their annual facilities review. It was noted that the roof is in disrepair and that the Heating-Ventilation/Air Conditioning systems on the roof need replacing. The Board asked the sub-committee to solicit at least 3 bids for each item to be presented at the next regular Board meeting.
  - B. (Example) The Youth Ministries Director requested a one-time gift from the General Fund for the purpose of giving scholarships to needy students that they might go to Youth Convention. Motion was made, seconded and after little discussion carried.
- VII. Before next meeting the Treasurer will see that the Youth Director has the funds necessary for Convention and the Facilities sub-committee will receive bids for roofing and HVAC.
- VIII. Next Board Meeting is \_\_\_\_\_
- IX. Adjournment at \_\_\_\_\_

**An original "hard copy" of these minutes signed in ink by the secretary shall be kept in perpetuity at the church office. Each year's copies shall be bound in such a way as to reveal tampering. (Bylaws Art. XIII Sect 4)**

## ITEMS FOR BOARD CONSIDERATION THROUGHOUT THE YEAR

*Items that should be covered by the Board annually are outlined in this section. The Board is free to vary the month.*

### Goals and Vision/Planning

- Review of prior year's goals and accomplishments.
- Annual Church Ministries Report (ACMR).
- Review of membership roster (Secretary directed to send notice as required in Bylaw Article V, Section 7,8).  
Officially revise the membership roster in accordance with notice sent.
- Adoption of goals for the next year (November).

**Budgeting** *NOTE: Budgets are always "as funds available," with no single budget line item to be considered as permission to spend unless funds are on hand.*

- Prior year's Annual Financial Statement
- Review of Departmental Ministries.
- Authorization for expenses of pastor and spouse, and lay delegate to District Council (if not in yearly budget).
- (Odd years) Authorization of expenses for pastor and spouse to attend General Council (if not in yearly budget).
- Presentation of preliminary budget for next year (September or October). Annual review of pastoral and ministerial compensation (salary, retirement, benefits, vacation, auto).
- Adopt pastoral and ministerial staff housing allowance for next year.
- Adopt annual budget for next year; Include in report to Field Director (by November 30<sup>th</sup>). Consider a special Christmas love offering to be received for pastor and staff (November), and authorization of expenses for pastor and spouse to attend District Minister's Retreat (if not in yearly budget).

### Facilities and Ministries

- Board walk-through of church buildings and grounds
- Review of Missions pledges, budget and convention twice each year.
- Review of all church publications and advertising.
- Review of all outreach ministries.
- Adoption of calendar for the next year.
- Set date and time for annual church business meeting. (Pastor directed to send notice as required in Bylaw Article VI, Section 6.)
- Annual review of pastor(s) or staff's health coverage.
- Annual review of all insurance coverage including include General Liability, Worker's Compensation, Vehicle Coverage and also Youth/Children's Activities

## OFFERING AND ATTENDANCE REPORT

Date: \_\_\_\_\_

**SERVICE ATTENDANCE RECORD:**

Main Worship Service     Christian Education     Mid Week Services  
 Children's Ministries     Youth Services     Men's Ministries  
 Women's Ministries     Other

**NAMES OF OFFERING COUNTERS:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Offering given to: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**CASH:**

**DONOR GIVING:** Name (from check or envelope)

**CURRENCY**

|                |          |           |          |
|----------------|----------|-----------|----------|
| \$ 1.00 _____  | \$ _____ | 1. _____  | \$ _____ |
| \$ 5.00 _____  | \$ _____ | 2. _____  | \$ _____ |
| \$ 10.00 _____ | \$ _____ | 3. _____  | \$ _____ |
| \$ 20.00 _____ | \$ _____ | 4. _____  | \$ _____ |
| \$ 50.00 _____ | \$ _____ | 5. _____  | \$ _____ |
| \$100.00 _____ | \$ _____ | 6. _____  | \$ _____ |
|                |          | 7. _____  | \$ _____ |
| Subtotal A     | \$ _____ | 8. _____  | \$ _____ |
|                |          | 9. _____  | \$ _____ |
| <b>COIN</b>    |          | 10. _____ | \$ _____ |
| \$.50 _____    | \$ _____ | 11. _____ | \$ _____ |
| \$.25 _____    | \$ _____ | 12. _____ | \$ _____ |
| \$.10 _____    | \$ _____ | 13. _____ | \$ _____ |
| \$.05 _____    | \$ _____ | 14. _____ | \$ _____ |
| \$.01 _____    | \$ _____ | 15. _____ | \$ _____ |
| Subtotal B     | \$ _____ | 16. _____ | \$ _____ |

Subtotal C                      \$ \_\_\_\_\_

**TOTAL OFFERING (A+B+C) \$ \_\_\_\_\_**

## NOMINATION PROCESS FOR BOARD MEMBERS

*The steps for selecting Board members should be carefully followed in the exact sequence given*

The Pastor prays about and considers the names and verifies the qualifications of potential Board members (see Bylaws Article 7, Section 2). Board members may come from within the Church and/or outside the Church (other Assemblies of God credentialed minister, or lay person(s) in another Assemblies of God church). A sentiment ballot may be used in this process.

The Pastor consults with the Field Director to discuss potential Board nominees. **The Pastor should not talk to potential nominees until after dialogue with the Field Director.** The Pastor and Field Director will also consider who shall be named to the corporate offices of Vice-Chairman, Secretary, and Treasurer (Secretary and Treasurer may be combined into one position).

The Field Director approves potential Board nominees and Corporate Officers, and the Pastor follows through by contacting the potential nominees.

If the nominee is a credentialed Assemblies of God minister, all that is required is the nominee's verbal consent.

If the nominee is a lay person (man or woman) from within the Church, copy the Nominee Faith and Participation Response and Nominee Biographical Information forms, and have the person complete and return both forms to the Pastor.

If the nominee is a layperson from another Assemblies of God church, the Pastor or Field Director shall first gain the verbal permission of the layperson's pastor prior to contacting the potential nominee. If permission is given, copy the Nominee Faith and Participation Response and Nominee Biographical Information forms, and have the person complete and return both forms to the Pastor of the District Affiliated Church.

The Pastor forwards copies of the completed Church Board Nominee Faith and Participation Response and Nominee Biographical Information forms to the Field Director.

After the Field Director reviews and approves the nominees, he forwards these recommendations for the Board members and Corporate Officers, with the completed forms, to the Assistant Superintendent who carries the portfolio of District Affiliated Churches.

The Assistant Superintendent then prepares a formal recommendation of appointments to the District Superintendent.

The District Superintendent makes the final appointment of the church Board Members and Corporate Officers. Notification of these appointments will be mailed to the Pastor of the District Affiliated church and copies of the Superintendent's letter are sent to the Field Director.

Please notify the Field Director when a Board member has resigned, or when the Pastor feels a change should be made in the composition of the Board. Use the appropriate space found at the bottom of the Biographical Information form for the new nominee. Please fill the vacated position by the following the steps given above.

## OFFICIAL CHURCH BOARD NOMINEE FAITH AND PARTICIPATION RESPONSE

Date: \_\_\_\_\_

Name: Mr./Ms. Rev. (circle one) \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Cell \_\_\_\_\_ email \_\_\_\_\_

Church an Official Member of: \_\_\_\_\_

1. Will you permit your name to be submitted to the District Superintendent as a nominee for the position of board member at \_\_\_\_\_ church? \_\_\_ Yes \_\_\_ No
2. Do you feel you meet the qualifications for a board member as stated in Article VII, Section 2 of the church bylaws? \_\_\_ Yes \_\_\_ No
3. Do you affirm the TENETS OF FAITH as given in the church bylaws?
  - a. The Scriptures Inspired
  - b. One True God
  - c. The Deity of the Lord Jesus Christ
  - d. The Fall of Man
  - e. The Salvation of Man
  - f. The Ordinances of the Church
    1. Baptism in Water
    2. Holy Communion
  - g. The Baptism in the Holy Spirit
  - h. The Initial Physical Evidence of the Baptism in the Holy Spirit
  - i. Sanctification
  - j. The Church and it's Mission
  - k. The Ministry
  - l. Divine Healing
  - m. The Blessed Hope
  - n. The Millennial Reign of Christ
  - o. The Final Judgment
  - p. The New Heavens and the New Earth

\_\_\_ Yes \_\_\_ No
4. Do you believe in and faithfully practice tithing? \_\_\_ Yes \_\_\_ No
5. If appointed as a board member, will you pledge to work harmoniously with the pastor and other members, and will you agree to function in your office with wholehearted submission to the church bylaws? \_\_\_ Yes \_\_\_ No
6. If appointed, I will continue to regard this as an Assemblies of God church, with all the opportunities, relationships and responsibilities that implies. \_\_\_ Yes \_\_\_ No

**BIOGRAPHICAL INFORMATION**

**FAMILY HISTORY**

Spouse's Name: \_\_\_\_\_

Name(s) and Age(s) of any children living at home: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CHRISTIAN BACKGROUND**

Date saved: \_\_\_\_\_

Baptized in the Holy Spirit? Yes \_\_\_ No \_\_\_ Date: \_\_\_\_\_

**CHURCH SERVICE**

Ministries: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Offices Held: \_\_\_\_\_  
\_\_\_\_\_

Length of Membership at current church: \_\_\_\_\_

**WORK EXPERIENCE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Nominee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

# OFFICIAL CHURCH BOARD MEMBER REPLACEMENT REQUEST

*(TO BE COMPLETED BY PASTOR)*

Name & Address of member leaving the Board: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Resigned \_\_\_\_\_ Death \_\_\_\_\_ Relocation \_\_\_\_\_ Other (please explain on reverse)

## CONTINUING BOARD MEMBERS

Secretary \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip \_\_\_\_\_

Phone:(\_\_\_\_) \_\_\_\_\_ email \_\_\_\_\_

Treasurer \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip \_\_\_\_\_

Phone:(\_\_\_\_) \_\_\_\_\_ email \_\_\_\_\_

Board Member \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip \_\_\_\_\_

Phone:(\_\_\_\_) \_\_\_\_\_ email \_\_\_\_\_

Board Member \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip \_\_\_\_\_

Phone:(\_\_\_\_) \_\_\_\_\_ email \_\_\_\_\_

Board Member \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip \_\_\_\_\_

Phone:(\_\_\_\_) \_\_\_\_\_ email \_\_\_\_\_

Board Member \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip \_\_\_\_\_

Phone:(\_\_\_\_) \_\_\_\_\_ email \_\_\_\_\_

**Thank you. Pastor, please mail this completed form to your Field Director.**

## APPENDIX 1

### SOUTHERN CALIFORNIA DISTRICT OF THE ASSEMBLIES OF GOD DISTRICT AFFILIATED CHURCH PASTORAL REAPPOINTMENT QUESTIONNAIRE AND AGREEMENT

The relationship between the district and the DA (District-Affiliated) church has some unique advantages and protections. One part of this relates to the pastor's position and authority (see Bylaws).

The pastor is appointed by the District Superintendent (always considering the will of the congregation) for a one-year term, which is renewable indefinitely. The match of pastor and church is one of the most vital elements in church life. In a good match, both become more than what they are separately, and the work of God goes forward. Therefore, this ongoing relationship is a point of prayer and great concern.

The District provides to this close District/DA church partnership:

- final authority
- mentoring
- a wider network of resources, and
- an easier flow of assistance in times of need.

The pastor, as he gives normal pastoral leadership to the District Affiliated church, works with an authority structure, which is very knowledgeable and well connected, but not present in worship every week. A more detailed report system is required if this is to work well. The Pastor, therefore, is expected to fulfill his assignment by:

- providing information to the Field Director on Church life through monthly reports and Board minutes,
- joining in full fellowship in Sectional and District life (arranging for the Church budget to cover costs of District Council and Minister's Retreat, as funds are available), and
- managing the church budget to fulfill its financial obligations.

The most helpful event in this process is the Annual Review, a meeting typically with the Pastor, Field Director, and Sectional Presbyter. Progress in the past, the present situation, and plans for the future are discussed. When the match continues to be good for all concerned, both Pastor and District can acknowledge this by formalizing the arrangement in reappointment for another year.

*Please complete and sign this questionnaire and agreement. You may add any comments or explanations on a separate sheet of paper.*

1. How many times have you met in regular meetings with your Official Board this year? \_\_\_\_\_  
 Was the FD (Field Director) invited to all of these meetings? \_\_\_\_\_  
 Have minutes of all of these meetings been sent to the FD? \_\_\_\_\_
2. Have monthly financial reports, using the approved format, been sent to the FD? \_\_\_\_\_
3. Have you provided the FD with nominees for the church board for the coming year? \_\_\_\_\_

- 4. Have you supported the District financially as the bylaws require for a minister holding your current level of credential? \_\_\_\_ Total giving to SoCal District year-to-date \_\_\_\_\_
- 5. Have you provided the FD with monthly DA church reports? \_\_\_\_\_
- 6. Have you provided the FD with current copies of all church documents? (including: Articles of Incorporation, including all amendments; Constitution/Bylaws, including all amendments; annual financial reports; property deeds; ACMRs; proof of current casualty and comprehensive liability insurance, listing the SoCal District as “additional insured;” Federal Employer Identification Number.) *Please circle those that have NOT been provided.*
- 7. Has the church supported the General Council and the District Council financially according to the bylaws, ARTICLE XII. Section 2, Subsection 2. Items a. through e? \_\_\_\_\_
- 8. Is the church in compliance with the SoCal District Risk Management Program? \_\_\_\_\_
- 9. Have you completed a criminal background check on all persons who work with minors, paid or volunteer? \_\_\_\_\_
- 10. Do you, as pastor, regularly participate in sectional and district activities? \_\_\_\_\_
- 11. Have you had a Missions Convention this year? \_\_\_\_\_
- 12. Is your church operating exclusively in accordance with the SoCal District bylaws for DA churches and DA church manual? \_\_\_\_\_
- 13. Has an approved, realistic, balanced budget been prepared and adopted for the coming year? \_\_\_\_\_
- 14. What was the average attendance for your main worship service during the prior year? \_\_\_\_\_  
This year? \_\_\_\_\_
- 15. What was your total missions giving for the prior year? \_\_\_\_\_ This year to date? \_\_\_\_\_
- 16. Do you wish to be reappointed as pastor for another year? \_\_\_\_\_
- 17. Summarize some of the key points of your ministry for this past year.

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- 18. What are some of your key goals for this coming year? \_\_\_\_\_

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- 19. The District leadership is concerned about the well being of your family. Please help us by letting us know how we can encourage and pray for your family. \_\_\_\_\_

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- 20. Current A/G credential is: ( ) Ordained ( ) Licensed ( ) Certified ( ) Covenant ( ) None  
Are you working toward a higher level of Assemblies of God credential if not Ordained? \_\_\_\_\_

By my signature, I affirm that the above statements are true, AND, I also affirm that as the pastor of a District Affiliated church located in the Southern California District of the Assemblies of God, I am required to have the specific approval of the Executive Presbytery in order to:

Lease, sell, purchase, mortgage or encumber church property;

Dispose of church assets;

Incur any debt on behalf of the church for more than \$1,000. (Includes credit cards. This is not an authorization to secure a church credit card.)

Signed \_\_\_\_\_, Pastor      Date \_\_\_\_\_

Church \_\_\_\_\_

City \_\_\_\_\_

**APPENDIX 2**  
**FIRST ASSEMBLY**  
**“FULLY ACCOUNTABLE” REIMBURSEMENT POLICY**

The following resolution was duly adopted by the board of directors of \_\_\_\_\_ church at the Board meeting held on \_\_\_\_\_, a quorum being present.

Whereas, income tax regulations 1.162-17 and 1.274-5T(f) provide that employees need not report on their tax return expenses paid or incurred by them solely for the benefit of their employer for which they are required to account and do account to their employer and which are charged directly or indirectly to the employer; and

**Whereas**, income tax regulation 1.274-5T(f) further provides that an adequate accounting means the submission to the employer of an account book, diary, statement of expense, or similar record maintained by the employee in which the information as to each element of expenditure (amount, date and place, business purpose, and business relationship) is recorded at or near the time of the expenditure, together with supporting documentary evidence, in a manner which conforms to all the “adequate records requirements” set forth in the regulation; and

**Whereas**, the Church desires to establish a reimbursement policy pursuant to the regulations mentioned above; be it therefore

**Resolved**, that the Church hereby adopts an accountable reimbursement policy pursuant to income tax regulations 1.162-17 and 1.274-5T(f) upon the following terms and conditions:

1. Adequate accounting for reimbursed expenses. Any “employee” (as defined below) employed by the Church shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the Church, if the following conditions are satisfied: (1) the expenses are reasonable in amount; (2) the employee documents the amount, date, place, business purpose (and in the case of entertainment expenses, the business relationship of the person or persons entertained) of each such expense with the same kind of documentary evidence as would be required to support a deduction of the expense on the employee’s federal tax return; and (3) the employee substantiates such expenses by providing the Church treasurer with an accounting of such expenses no less frequently than monthly (in no event will an expense be reimbursed if substantiated more than 60 days after the expense is paid or incurred by an employee). Examples of reimbursable business expenses include local transportation, overnight travel (including lodging and meals), entertainment, books and subscriptions, education, vestments, and professional dues. Under no circumstances will the Church reimburse a employee for business or professional expenses incurred on behalf of the Church that are not properly substantiated according to this policy. Church and staff understand that this requirement is necessary to prevent the Church’s reimbursement plan from being classified as a non-accountable plan.

2. Excess reimbursements. Any Church reimbursement that exceeds the amount of business or professional expenses properly accounted for by an employee pursuant to this policy must be returned to the Church within 120 days after the associated expenses are paid or incurred by the employee, and shall not be retained by the employee.

3. Reimbursements not funded out of salary reductions. Reimbursements shall be paid out of Church funds, and not by reducing pay checks by the amount of business expense reimbursements.

4. Cellular phones and personal computers. The Church will not reimburse cellular phone or personal computer expenses of an employee who is treated as an employee for federal income tax reporting purposes unless the employee’s use of a cellular phone or personal computer (each referred to below as “equipment”) meets the following two tests:

(1) Convenience of the employer. Use of the equipment must be “for the convenience of the employer.” This means that the employee cannot perform his or her job without the equipment. The fact that the equipment enables an employee to perform his or her work more easily and efficiently is not enough. Further, it must be

demonstrated that computers and telephones available at the Church are insufficient to enable the employee to properly perform his or her job.

(2) Condition of employment. Use of the equipment must be required as a "condition of employment." It is not necessary that the Church specifically requires use of the equipment. On the other hand, it is not enough that the Church merely states that use of the equipment is a condition of employment.

5. Tax reporting. The Church will not include in an employee's W-2 form the amount of any business or professional expense properly substantiated and reimbursed according to this policy, and the employee should not report the amount of any such reimbursement as income on Form 1040.

6. Retention of records. All receipts and other documentary evidence used by an employee to substantiate business and professional expenses reimbursed under this policy will be retained by the Church.

7. Employees. For purposes of this policy, the term "employee" shall include the following persons: Any full-time or part-time paid staff of \_\_\_\_\_ including but not limited to the President of the corporation. Also included are unpaid volunteer staff and all Directors of \_\_\_\_\_.

The motion was moved and seconded and carried by unanimous vote.

Attest: \_\_\_\_\_

Secretary of the Board

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***RISK MANAGEMENT***

***POLICY AND PROCEDURES***

***FOR DISTRICT***

***AFFILIATED CHURCHES***

ASSEMBLIES OF GOD

SOUTHERN CALIFORNIA DISTRICT COUNCIL

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## FOREWORD

Reports of sexual molestation of children and youth are on the rise and news of lawsuits stemming from these reports is broadcast by the media continually. While this Risk Management Policy is of general nature, specific and special emphasis is given to the protection of our children.

The church, once considered a safe haven for children and youth is increasingly in the middle of these lawsuits. Many insurance companies are refusing to cover claims of sexual misconduct or molestation by church employees or volunteers due to the ever-increasing costs of litigation and the considerable losses experienced in these lawsuits. According to Richard R. Hammar, legal counsel for the General Council of the Assemblies of God, "Most of the lawsuits filed against churches for acts of child molestation have alleged that the church was legally accountable either on the basis of negligent hiring or negligent supervision... (churches) are not absolutely liable for every injury that occurs on their premises or in the course of their activities. Generally, they are responsible only for those injuries that result from their negligence."

Our District Affiliated Churches are covered by a Master Liability Policy, which will cover the church, and the District in the event of such a lawsuit if a Risk Management Policy has been set in place and is being adhered to by the church leadership. However a proactive Risk Management Policy for the prevention of abuse is our first priority for protecting our children and youth.

Risk management involves two areas: prevention (risk reduction) and response. These will be covered separately in this manual.

**Refusal to develop and adhere to a risk management program will result in non-coverage of liability should such a suit be brought against the church, child or youth workers, or church board. It is imperative that such a program be put in place.**

We will assist you as much as possible in development, but the implementation is up to you.

On the pages following will be suggested policy, sample forms and instructions for their use. You may photocopy forms from the publication for use in your church, or you may modify forms to suit your situation; however, if you modify the forms, they will need to be reviewed by our lawyer and insurance company prior to use.

Please note that this manual in its entirety is available for you to photocopy for your use.

<sup>1</sup> Hammar, Richard., et. El., Reducing the Risk of Child Sexual Abuse in Your Church (1993).

## SECTION I: PREVENTION

As you no doubt are aware, prevention is the best medicine. Many things, which were once taken for granted, now must be carefully planned for to avoid the incidence of abuse, sexual molestation or like conduct in the church. The entire church, staff and board must back the program in order for it to work effectively. Education, therefore, is key to prevention.

Each church should set a basic policy with regard to children and youth workers (compensated and non-compensated) prior to allowing them access to their children or youth. For churches, which already have children and youth workers in place, the education and screening which will form your basic policy must be completed, on a modified basis, for them as well.

The basic prevention policy should include the elements listed below:

### GENERAL PREVENTION POLICY

**ALL WORKERS MUST BE SCREENED PRIOR TO THEIR WORKING IN ANY CHILDREN'S OR YOUTH PROGRAM. These reviews MUST be kept in absolute confidence (under California law we are obligated to this and should not release them without a court order or the written consent of the applicant). A Children's/Youth Ministry Review Board shall be formed to interview each potential worker/volunteer. Members of the Review Board must be trained to screen workers. Training tools can be obtained from the Assistant Superintendent's Office.**

Prior to screening by the Review Board, all candidates for children's/youth worker positions should be informed that they will be screened by a Review Board. A written policy statement regarding risk management and the purpose for screening should be given to the candidate along with their application. The candidate should know in advance that his/her references will be checked, that he/she will need to answer some personal questions, and that all information will be used to identify his/her suitability for a position as a youth or children's worker but will otherwise remain confidential. ANY APPLICANT WHO HAS BEEN CONVICTED OF CHARGES INVOLVING MOLESTATION, MISCONDUCT, ABUSE OR ENDANGERMENT OF A MINOR SHOULD BE STEERED INTO OTHER AREAS OF SERVICE IN THE CHURCH RATHER THAN MINISTRY WITH CHILDREN.

**Purpose of the Review Board:** To meet and interview all potential Children and Youth Ministry Team members in order to establish a foundation of relationship and accountability and screen and redirect candidates not meeting the basic eligibility criteria for Children/Youth Ministry Team members.

#### Ministry Team Member

**Any adult or minor who is helping during a church sponsored class or activity – whose involvement would exceed the terms of a “parent/relative worker” role.**

#### Parent/Relative Worker

A family member who assists the ministry team in his/her own child's class/program: Approval for a family member to assist must come from the pastor or director of children's or youth ministries and is limited to occasional assistance (4 times a year or less) without the complete application and screening process.

## **BASIC ELIGIBILITY CRITERIA FOR CHILDREN'S /YOUTH MINISTRY TEAM MEMBERS**

### **Team Member Requirements:**

(Please see pages and forms following in this manual for the requirements for following up contacts to be made and the recording of information gained from these contacts.

A professing Christian

An attendee of this church for the past six months. Exceptions must be cleared through the pastor.

Involved in an ongoing personal, spiritual growth program, i.e., daily devotional Bible reading, Prayer and fellowship with other Christians.

### **Screening Procedure**

Candidate reads and signs an Adult/Minor Worker Policy, reviews the Tenets of Faith, and completes an application for Children's/Youth Ministry Worker.

All employees working with children and youth are required to have a criminal background check. It is recommended that all volunteers working with children or youth also undergo criminal background checks.

Board chairperson or pastor reviews the application and schedules interview. Minimum 15 minutes in length.

Interview questions (see attached) are asked by board members. All applicants are asked the same questions and each board member should note responses on the form provided. These forms become part of the applicants' file.

References are checked either by personal interview or phone conversation. In the event of prior criminal convictions regarding a minor, Department of Justice records will be checked for details of the case.

Board evaluates together after completing "notes" form. (All paperwork becomes part of permanent Children's/Youth Ministry Worker file.)

### **Recommendations: Flowing from the Evaluation, there are three options**

Pass – approved, ready for placement.

Hold – don't place yet, but given time could be a positive addition to a team.(An individual who is put on "hold" can be reconsidered in a designated time, i.e., 3, 6, or 12 months). Attention will be given to the focused concern of the previous "hold" recommendation.

Do Not Pass – indicators\* lead the board to deny this individual's involvement with the children in a Ministry Team capacity.

The Review Board is a recommending agent which functions within these stated policies. It provides input for, but not an inflexible mandate to the director of Children's/Youth Ministries, who is vested with the responsibility for and authority to exercise final decisions regarding Children's/Youth Ministries personnel.

**Review Board Membership:** Ideally, this board should include a member of the pastoral staff, one or more members of the church board and the director of children's or youth ministries for the church or other lay leader. Also, the board should include members of both genders and members who are not related to each other.

\* "Indicators" must be concrete and demonstrable. They may not be a "discerned concern" but something, which could be proven factually

## ADDITIONAL PROCEDURES & CAUTIONS WHICH MAY BE IMPLEMENTED FOR YOUR CHURCH SITUATION

We are aware that it may not be possible, or practical, for every church to implement the suggested policy in its entirety; therefore, we have some suggested modifications, guidelines, and principles which you should follow if your church can not comply with all aspects of the policy.

**Two Adult Rule:** We realize that many churches will not have enough workers to have two adults in each class. In that case, classrooms should have windows on the doors, or the doors should remain open, and a supervisor should visit the classrooms randomly throughout the class/activity period. In no event should a single child be left with a single adult unsupervised or in a vehicle without a third person.

**Temporary or Periodic Helpers:** Occasionally, a temporary helper is needed to fill-in or assist in a classroom or activity that has not gone through the application and screening process. In this event, a “Secondary Screening Process” may be instituted. Please refer to the Secondary Screening Procedures outlined of page 35 of **Reducing the Risk of Child Sexual Abuse in your Church** (available from the Assistant Superintendent’s office). Please realize, the Secondary Screening Process is only appropriate for helpers who assist 4 times per year or less and who otherwise already attend the church, meet the six month rule, etc.

**Six Month rule:** Ideally, all workers will have attended the church for at least six months prior to becoming youth/children workers. If this is not possible (i.e., you are a new church plant or do not have workers to choose from), then all of the other recommendations must be followed, including contact with all references.

**Adult Family Members as Team Teachers:** many churches are employing the “team teacher” approach to satisfy the two adult rule. However, be cautious about using spouses as the team teachers. Our insurance carrier feels that this arrangement increases the risk of sexual molestation/abuse since the spouse will be less likely to report an incident in classes or activities involving minors. Therefore, it is preferable that the ministry team be composed of members of different families.

**Using Minors as Junior Teachers or Helpers:** care should be taken when using minors as children’s workers. It is more difficult to check records or references on a minor. Therefore, it is advisable to always have an adult work in conjunction with the minor worker.

**Criminal records check and fingerprinting:** Current California Law allows for the fingerprinting and criminal records check of any applicant to be an employee or volunteer wishing to be in any position where he/she would have supervisory, disciplinary power over a minor or any person under his or her care. The Department of Justice shall furnish the information to both the requester and the applicant. In a case in which you cannot confirm references, or where there is a charge pending trial, or a conviction, you may obtain a criminal record check and fingerprinting. Contact your local law enforcement agency or the Department of Justice for instructions.

**Background Check Releases:** Although we recommend background checks be made on volunteers working with children, we realize that this may not always be possible. At a minimum, the church must obtain a release form from each volunteer authorizing the church to obtain a background check. This requirement in and of itself serves as a deterrent to potential perpetrators.

## SECTION II: RESPONSE

*No prevention policy will be totally effective; however, when a prevention policy is in place and is being adhered to, the church can respond to allegations of sexual misconduct or molestation with a proactive, confident stance. Bear in mind the following:*

Whenever there is an allegation of sexual misconduct or abuse, the allegation must be taken seriously.

Each situation must be handled straightforwardly and with respect for privacy and confidentiality.

**IMMEDIATELY** contact the District Office, and the insurance carrier for District Affiliated Churches. Follow the advice given by your insurance carrier.

Give total cooperation to civil authorities under guidance of your attorney (or the District Office's attorney).

Direct care and loving concern toward the victim and his/her family.

**Do not make any statements** which would indicate that you hold the victim responsible in any way.

## PLAN YOUR RESPONSE IN ADVANCE

### Don't be Caught By Surprise

If you have been adhering to your prevention policy, you should have adequate records, applications, references and screening forms. These should be up-to-date and within easy reach.

Begin by having a reporting procedure in place for all of your children's and youth programs. A standard form should be used, and each worker/leader should clearly know to whom they should report.

Then select a **spokesperson** for your church. The spokesperson should be the only one from the church to speak to the media and should be the one who reports information to the congregation tactfully and diplomatically. This person should not express bias toward either the alleged victim or the accused. All requests for information should be directed to the spokesman. The rationale for this is that an unprepared pastor, staff member or board member may inadvertently give out conflicting or contradictory statements which may do more damage than good.

Have a working knowledge of the state and county requirements for reporting. Your local Department of Youth and Family Services, district attorney's office, or local law enforcement agencies will be a good resource for you.

Prepare a written position statement of your church regarding sexual misconduct/abuse with minors (see the sample in this manual). This statement should be available at all times and in the event of allegations, should be released to the public. According to Richard Hammar, releasing a position statement is "far superior to making no comment. This is your opportunity to influence public opinion positively by emphasizing your awareness of the problem of child abuse, your concern for victims, and the extensive steps your church has taken to reduce the risk and provide a safe environment for children. . . Describe all the precautions you have taken, and the policies you have implemented. This is not the time for silence or 'no comment.' Do not surrender the bully pulpit to those who will criticize and condemn you."<sup>2</sup>

**DO NOT** respond to allegations by denying that the incident occurred (that is a court decision); minimizing the incident (every incident of sexual misconduct or abuse is serious and should be acknowledged as such); nor place any blame on the victim or the victim's family.

Responses like these are inappropriate, unhelpful and to be avoided.

Use an **attorney**. If your church does not have an attorney, contact your district office or insurance carrier for appropriate referrals. Always have your attorney present when being questioned by law enforcement or social services agencies.

Accuse neither the alleged victim, his/her family, nor the accused in any public interview. The church must respond with love and concern.

Until the investigation is complete, charges made and a conviction or acquittal delivered, both the alleged victim and the accused deserve and should receive the prayers and concern of the body of believers.

Always work closely with the District Office and your Insurance Carrier.

Now that you have everything in place and know how to respond, follow these guidelines in case an actual incident occurs. Follow these instructions in the order given so that you have the benefit of the District Office's support and your attorney's advice prior to responding publicly. Consider an allegation and your responses to be an emergency – the longer you wait to respond correctly, the more likely the damage to your church. **UNDER NO CIRCUMSTANCES SHOULD YOU CONFRONT THE ACCUSED UNTIL YOU HAVE COMPLETED STEPS 1-4.**

Document everything from the moment you are informed of a report of sexual molestation or misconduct. Keep record of all phone calls. Record to whom you spoke, when you spoke to them and what they said. Keep all copies of correspondence regarding the report together with all other documents.

Contact the District Office immediately. If the report is on a weekend, contact a District official, your Presbyter, Field Director or Executive Presbyter at home. Contact your insurance carrier. Contact your attorney. Do not proceed without outside professional assistance from your attorney, the district office or your insurance carrier. Do not try to handle it as an internal problem, or as a spiritual problem.

Contact the proper civil authorities following the guidance of your insurance company and attorney. Once your "reporting form" is complete, **do not conduct an in-depth investigation.** This should be left to your attorney and insurance company.

Notify the parents. Be careful to follow your attorney's or insurance company's advice at this time.

Do not confront the accused until you know that the child or youth member is safe and in a secure environment.

The care and safety of the alleged victim is priority. Extend whatever pastoral resources are needed. Be supportive of the alleged victims family and let them know that you care. Do not make a judgment on the situation as to anyone's guilt or innocence. Leave that to the legal authorities. By remaining caring and concerned, you generate good will. Lack of support and/or a negative reaction can increase the alleged victim's anger and hurt, and make reconciliation more difficult and litigation more likely.

The accused should be treated with love, care and dignity. If the accused is a pastoral staff member or church employee, he/she should be temporarily relieved of his/her duties until the investigation has been completed. If the accused holds a compensated position, arrangements should be made to maintain his/her income if possible until allegations are cleared. If this is not possible, arrangements should be made to suspend the accused's income, with restoration of the income when allegations are cleared.

Use the pre-written text of your church's position on sexual misconduct and abuse to answer the press and convey information to the congregation. This should be done by the designated spokesperson. Do not engage in speculation, bias, or accusation. Confidentiality and privacy of all involved should be safeguarded at all times.

## BASIC BEHAVIOR BOUNDARIES

**The Primary Goal of Children's Ministries** is to provide an environment within which the children feel safe and loved and are exposed to the truths about God's love for them as individuals both through the lessons and through our lives.

Boundary setting and options are the domain of the teachers. (Discipline is the parent's domain)

### Boundaries

We give NO THREATS.

We do NOT withhold snacks for behavior control.

It is OK for a child to choose not to participate.

It is NOT OK for a child to choose to disrupt the entire class or to hurt or endanger another child.

Do NOT leave the child alone outside the classroom, or in another room.

Do not leave the child with just one adult. Follow the "three" rule (two adults/one child or one adult/two children).

### Basic Options

There are two basic options to be given to a child who is overtly disrupting the ongoing flow of the class. Please tell the child:

You can choose to participate or not participate (time-out), but you need to choose to be nice and help the class

Or

You can choose to have me call your parent so that your parent can come and help you.

Note regarding toys from home and items for sharing: A child's personal possessions are a "piece of home." These items are often touchstones of security. It is OK to bring items from home. If they become disruptive or in danger of being broken, tell the child you are putting it up on the shelf to keep it safe until it is time to go home.

### Guidelines for Sharing with Parents

Smile! Be gentle and kind – our foremost goal is to bless them.

Say, "May I share something with you about \_\_\_\_\_ (*child's name*)?" Be discrete. Take the parent aside. Confidentiality and privacy are important to everyone.

Be specific regarding the incidents of concern.

## PUBLIC POLICY STATEMENT

*This is a SAMPLE Policy Statement which has been drafted for use by District Affiliated Churches. This Policy Statement should be released to the public in the event of allegations of sexual misconduct or abuse of a minor by any church employee or volunteer. No other information should be released to the media or congregation without the advice of your attorney and /or insurance carrier.*

We believe that our children are a precious resource which must be safeguarded. We seek to give our children every opportunity to reach their full potential. Physical and sexual abuse jeopardizes that potential and steals away the innocence of childhood.

Our church takes very seriously the safety and protection of all children and adults who participate in our church programs and activities. To minimize the risk to children and youth of sexual misconduct or abuse during church sponsored activities we have set the following policies and procedures in place:

We screen all paid employees, including clergy, and all volunteer workers who work with youth or children. No adult who has been previously convicted of child molestation or abuse is allowed to work with your children.

We check references on all paid employees and all volunteers working with youth or children.

We train all of our staff who work with children or youth, both paid and volunteer to understand the nature of child sexual abuse

We train all of our staff who work with children or youth, both paid and volunteer, to carry out our policies to prevent sexual abuse.

We take our policies to prevent sexual abuse seriously and see that they are enforced. We recognize that child physical and sexual abuse are criminal actions which we do not tolerate.

We train our staff to understand state law concerning child abuse reporting obligations.

We have a clearly defined reporting procedure for a suspected incident of abuse.

We offer pastoral counsel to victims of sexual abuse or misconduct and their family members.

## APPLICATION FOR CONFIDENTIAL CHILDREN/YOUTH WORK

Full Name \_\_\_\_\_ Date \_\_\_\_\_

*This application is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities. This information is confidential, is to be used only by authorized staff, and is to be kept in a locked file.*

### PERSONAL:

Present address: \_\_\_\_\_

Phone Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_

### EMPLOYEE ONLY:

Are you over the age 18? \_\_\_yes \_\_\_no

**VOLUNTEER ONLY:** applicants for a compensated position should not answer this question.

Age \_\_\_\_\_ Marital status: \_\_\_Married \_\_\_Single \_\_\_Separated \_\_\_Divorced \_\_\_Widowed \_\_\_Engaged

What type of children/youth work do you prefer or are applying for? \_\_\_\_\_

\_\_\_\_\_

What date would you be available? \_\_\_\_\_

Minimum length of commitment? \_\_\_\_\_

Are you willing to commit to orientation, training and supervision? \_\_\_yes \_\_\_no

What type of children/youth work do you prefer or are applying for? \_\_\_\_\_

\_\_\_\_\_

What date would you be available? \_\_\_\_\_

Minimum length of commitment? \_\_\_\_\_

Are you willing to commit to orientation, training and supervision? \_\_\_yes \_\_\_no

Do you have a driver's license? \_\_\_yes \_\_\_no

If yes, please list your driver's license number and the state which issued it: \_\_\_\_\_

Are you applying to drive a church vehicle? \_\_\_yes \_\_\_no

*If yes, you must be interviewed and trained by a church staff member and provide a DMV report prior to operating a vehicle.*

Do you have any special license or endorsement? (Class B, C, etc.) \_\_\_\_\_

Have you ever been convicted of a traffic offense? yes no If yes, please describe all convictions for the past 5 years. \_\_\_\_\_  
\_\_\_\_\_

Do you use tobacco? yes no

Drink alcoholic beverages? yes no

Use non-prescription drugs? yes no

Have you any physical disabilities or conditions preventing you from performing certain types of activities relating to youth or children's work? yes no

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been the victim of, or had personal dealings with child sexual molestation or abuse? yes no

If yes, would it be an area, which would be difficult to deal with? yes no

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor? yes no

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Are currently released on bail or on your own recognizance pending trial for any such offense? yes no

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you read the adult/minor worker policy for our church and our Tenets of Faith? yes no

Are you in agreement with this policy? yes no

If no, why? \_\_\_\_\_  
\_\_\_\_\_

Are you in agreement with our Tenets of Faith? yes no

If no, why? \_\_\_\_\_  
\_\_\_\_\_

**CHURCH ACTIVITY**

Are you a Christian? yes no

When were you saved? \_\_\_\_\_

Baptized in the Holy Spirit? (Acts 2:4) \_\_\_\_\_

Name of church you attend \_\_\_\_\_

How long have you attended this church? \_\_\_\_\_

Are you a voting member of the above church? yes no

List other churches you have attended regularly during the past five years (name and address or phone number):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person to contact at former church: \_\_\_\_\_

List all previous involvement with church youth groups, children’s programs, or other youth organizations. Identify church/organization, and type of work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any gifts, callings, training, education, or other factors that have prepared you for children/youth work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL CHURCH ATTENDANCE PATTERN**

(Circle one in each category or n/a if not applicable)

Sunday A.M. Worship

25%      25-50%      50-75%      75%+      n/a

Midweek Bible Study or activity

25%      25-50%      50-75%      75%+      n/a

Cell groups (Fellowship/prayer)

25%      25-50%      50-75%      75%+      n/a

**PERSONAL REFERENCES**

*(Not former employers or relatives)*

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Staff or elders of the church who know you:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**APPLICANT’S STATEMENT**

I certify that the information contained in this application is correct to the best of my knowledge.

I authorize \_\_\_\_\_ (Pastor, church, review board) to investigate any matters contained in this application. I hereby authorize any reference or church listed in this application to release any information (including opinions) that they may have regarding my character and fitness for children/youth work, and release all such references from liability for any damage that may result from furnishing such evaluations to you. I waive any right that I may have to inspect references provided on my behalf.

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

Should my application be accepted, I agree to be bound by the bylaws and policies of this church, and refrain from unscriptural conduct in the performance of my services on behalf of this church.

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

## **ADULT/MINOR WORKER POLICY ACKNOWLEDGEMENT**

### **Requirements:**

Each person working in any child/youth program or activity must have a completed Application for Children/Youth Work on file with the ministerial staff, and must have completed the interview process with the review board.

Each leader/worker must be familiar with our adult/minor policy.

### **I. General Policy Involving Church Adult/Minor Child**

Each adult/minor involvement must include three persons in any of the following combinations: one adult/two minors; two adults/one minor. Ideally, when using two adults, they will be from different families.

Use a “buddy system” for children at all times. Pair up children at the beginning of each program or activity for trips to the restroom, etc.

Teach minor child to notify adult leader as to whereabouts if separated from group/class. Child must acknowledge his return to same adult.

Adult/child involvement. There should be no spanking or any physical contact with private parts of any child or adult. Discipline MUST follow the disciplinary guidelines set forth in this policy.

Parents should be notified as soon as possible of any accident, illness, physical distress or emotional trauma of their minor child.

Any reported parental complaints about suspected or alleged mistreatment/abuse of their child should be reported to the pastoral staff and review board. Use the reporting mechanism set forth in the policy.

There should be no administration of any medication or remedies without current (within three months) written parental authorization on file.

There should be no photography or audio taping of any minor without pastoral authorization.

### **II. On Premises Policy**

Child is to use restroom in immediate area of class/group.

Buddy system for restroom needs.

Do not set a child outside room by himself for disciplinary action, or otherwise leave a child alone and without supervision.

### **III. Off Premises Activities**

All activities must be approved by the pastoral staff, and an activity request form for this activity must be kept on file.

Parent permission slips must be signed for each participant and kept with the leader.

Transportation other than our church vehicles requires written permission and evidence of insurance on the vehicle.

Each vehicle must contain at least three persons.

### **IV. Child Abuse Policy**

It is our intent to follow State regulations in the reporting of child abuse. If you suspect that a child is being physically abused, sexually abused, or harmfully neglected, please report your concern to the pastoral staff. Pastoral staff will be responsible for complying with the State regulations. In addition, if our State requires volunteers or employees to report incidents personally, we will assist you in contacting the appropriate agency.

In cases where reporting is deemed necessary, our pastoral staff will work closely with the family and any of the helping agencies involved. Our desire is to provide protection for the children, and support for the family.

Any suspected or alleged child abuse (physical, sexual, or neglect) by staff or volunteers can result in temporary removal from work/ministry pending the outcome of an investigation.

## V. Discipline

We believe that our staff and volunteers must “train up a child in the way he should go” with love and caring concern. It is not our position to mete out punishment. Discipline is the parents domain. Our domain is to set boundaries and offer options by training, teaching and demonstrating acceptable behavior.

We never use corporal punishment (i.e. spanking, slapping, etc.), and we never discipline by humiliation (placing the child before the class as a “dunce” or other public reference to his/her misbehavior).

All children shall be disciplined in the same manner.

Incidents requiring discipline shall be responded to by offering the child a second chance.

If the child continues to disrupt the class, respond by giving the child a “time-out” away from the activity in progress. Please note, however that the child should never be placed in a room alone, or with only one other adult. If there are not two adults available to oversee the time-out in another area, the child should remain in the classroom.

If it is not feasible to have the child in time-out (i.e. additional adults not available, child is too disruptive, etc.) the child’s parents should be contacted and asked to come and get their child.

Additional guidelines may be found in the Basic Behavior Boundaries for Children and for Youth.

## VI. Accountability of Worker for Work Activity with Children/Youth

Worker must have prior approval from the pastoral staff and review board.

Worker must register each time they are involved in a classroom or outgoing activity.

Preschool department: Staff worker must adhere to policy of parent/guardians leaving minors under church responsibility. A sign-in sheet is required. No child may be picked up without parent/guardian signature. This pertains to activities on or off premises.

I have read each provision stated in the Adult/Minor Worker Policy concerning adult/child involvement, and I understand and agree with each provision:

Signature \_\_\_\_\_

Date \_\_\_\_\_

*One copy to be signed and returned; the other kept for your information.*

## Review Board Questions

**CONFIDENTIAL**

*Each applicant must be asked the same questions (even if you think you know the answer) so that the review is as objective as possible. Please realize that this is for the protection of both the applicant and members of the review board. Each member of the review board will make notes on the Review Board Response form. These forms will become part of the applicants file.*

Name of Interviewer (please print) \_\_\_\_\_

Interview was conducted on (date) \_\_\_\_\_ by (phone or personal ) \_\_\_\_\_

Subject of Interview \_\_\_\_\_

Describe briefly how you came to give your life to Jesus. Whom do you say Jesus is? Who is Jesus to you?

Have you received the baptism into the Holy Spirit and have spoken in tongues as an evidence of that baptism?

Could you share with us why want to work with and minister to our children/youth?

What are your strong points, gifts, and/or what do you love to do? What do you have to offer our children/youth?

What is your spiritual "growing edge?" What is God teaching you right now in your life? How do you feel about your prayer life, Bible reading, church attendance and using your gifts.

What would you desire the children to glean from you?

Describe any fears or concerns you have about teaching children or youth.

James 3:1 says “Not many of you should presume to be teachers, my brothers, because you know that we who teach will be judged more strictly.” We would be interested in knowing how you feel about having an accountability that is as high as that of pastor.

As you know, each classroom is monitored by Ministry Team personnel. How would you feel about having someone drop in to the classroom without warning? How would you feel about the classroom being monitored by video camera?

What else would you like us to know about you?

How do you feel about this interview process?

Signed (interviewer) \_\_\_\_\_ Date \_\_\_\_\_

# REFERENCE RECORD

# CONFIDENTIAL

## INSTRUCTIONS

*This a record of contact made with a reference, church or organization identified by an applicant for youth or children's/ youth work. All information is to be kept confidential and is to be used for determination of suitability for children's/ youth work only. It is extremely important that the date, time and person spoken to be noted. Also, the person taking the reference should be clearly indicated.*

Name of applicant \_\_\_\_\_

Reference or church contacted \_\_\_\_\_  
*(If a church or youth organization, identify both the organization and minister/staff person contacted)*

Date \_\_\_\_\_ Time \_\_\_\_\_

Method of contact \_\_\_\_\_  
*(e.g. telephone, letter, personal conversation)*

Summary of conversation (summarize the reference's or minister's remarks concerning the applicant's fitness and suitability for youth or children's work

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you consider him/her to be a Christian believer? How do you know?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does he/she verbalize and demonstrate in life a commitment to the Lord? \_\_\_yes \_\_\_no. How do you know?

Examples?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What strength have you observed in this person that would cause you to believe that he/she would be an effective minister to children?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you observed any weaknesses which would indicate that this person would be unsuitable as a minister to children?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there any reason why you wouldn't have him/her as a volunteer in ministry or a staff position in your organization?

yes  no If no, why? \_\_\_\_\_

\_\_\_\_\_

Have you ever known him/her to work or have ministry with children?  yes  no In what capacity? For how long?  
How did he/she perform?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does he/she respond to training?  yes  no  not sure

What areas of training would you recommend for him/her?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you aware of any conduct on the part of the applicant that would indicate that the applicant would be unsuitable for ministry to children?  yes  no

Explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever reported this person for child abuse or sexual misconduct with a minor?  yes  no

Please explain. Were there any witnesses?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What was the outcome? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you any knowledge he/she has been reported for child abuse or sexual misconduct with a minor?

yes  no

**Summary of other comments:**

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Name of Review Board Member making reference contact:

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Signature \_\_\_\_\_ Date \_\_\_\_\_

## INDIVIDUAL RELEASE AND HOLD-HARMLESS AGREEMENT

I understand that participation in the \_\_\_\_\_ which is sponsored

*(Describe Activity)*

by the \_\_\_\_\_, and is to be held on \_\_\_\_\_

*(Church Group)*

*(Date)*

involves a certain degree of risk that could result in injury, death or loss or damage to person or property. After carefully considering the risk involved, and in view of the fact that the church is a not-for-profit organization, I hereby release, hold -harmless and waive all claims associated with this activity which I may have against this church, it's employees, officers, directors, agents, volunteers and members.

Name of Participant (please print): \_\_\_\_\_

Signature (if 18 and over): \_\_\_\_\_ Date: \_\_\_\_\_

If participant is under 18 years of age, this release must be signed by a parent or guardian.

Name of Parent/Guardian (please print): \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



# REPORT OF INCIDENTS OR CONCERNS

*This report must be given to the pastor in charge of the youth or children's activity during which the incident allegedly took place or was first mentioned. If this pastor is not available, the report should be given to a member of the Youth and Children Worker's Review Board. All incidents of suspicious behavior are to be taken seriously and reported.*

Name of person reporting: \_\_\_\_\_ Position: \_\_\_\_\_

Date of report: \_\_\_\_\_ Date and Time of Incident: \_\_\_\_\_

Church Activity (Sunday School, Church Picnic, etc.): \_\_\_\_\_

Child's name: \_\_\_\_\_

Description of incident, comment or observation of concern: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were there other adult witnesses?     Yes     No    If yes, please list their names:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any additional concerns or previously reported incident relative to this child:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were parents/ Guardians notified? \_\_\_yes \_\_\_ No date/time \_\_\_\_\_

Is this an incident that requires mandatory reporting to authorities \_\_\_yes \_\_\_no

Were authorities notified \_\_\_ yes \_\_\_ no Detail who did the notification, to whom and when:

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Was the insurance company notified \_\_\_yes \_\_\_no Detail who did the notification, to whom and when:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ACTIVITY REQUEST FORM

*Whenever an activity is planned which is not a regularly scheduled program, or which will take place off-site, the Activity Request Form must be completed, and approval obtained prior to announcing the activity.*

Name of Activity: \_\_\_\_\_

Location (or site classroom, off site park, etc.): \_\_\_\_\_

Group(s) involved (youth, specific class, boys, girls, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Youth/Children's Workers Attending:

| Name  | Application on file |
|-------|---------------------|
| _____ | ___ Yes ___ No      |
| _____ | ___ Yes ___ No      |
| _____ | ___ Yes ___ No      |
| _____ | ___ Yes ___ No      |

Transportation:

| Vehicle | Driver | Application on File | Proof of Insurance |
|---------|--------|---------------------|--------------------|
| _____   | _____  | Yes No              | _____              |
| _____   | _____  | Yes No              | _____              |
| _____   | _____  | Yes No              | _____              |
| _____   | _____  | Yes No              | _____              |
| _____   | _____  | Yes No              | _____              |

Activity      Approved      Not-approved

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Requirements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## CLASSROOM/ACTIVITY REGISTRATION FORM

*Each activity or class for children or youth must have a completed registration form. These forms are to be completed at the beginning of any activity. Any additional comments added at the end, and must be turned into the pastor or staff member in charge of the children/youth program.*

Activity or Class: \_\_\_\_\_

Regular Teacher/ Director: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

List of all Adult workers (Staff and Volunteers):

| Name  | Position |
|-------|----------|
| _____ | _____    |
| _____ | _____    |
| _____ | _____    |
| _____ | _____    |
| _____ | _____    |

List of all Adult guests (including parents of children or youth who stay longer than to drop off or pick up child):

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

List of child/youth participants (or attach a roll sheet):

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Report any incidents which may be of concern: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## TENETS OF FAITH

### STATEMENT OF FUNDAMENTAL TRUTHS

The Bible is our all-sufficient rule for faith and practice. This Statement of Fundamental Truths is intended simply as a basis of fellowship among us (i.e., that we all speak the same thing, I Corinthians 1:10; Acts 2:42). The phraseology employed in this statement is not inspired or contended for, but the truth set forth is held to be essential to a full-gospel ministry. No claim is made that it contains all Biblical truth, only that it covers our need as to these fundamental doctrines.

#### 1. The Scriptures Inspired

The Scriptures, both the Old and New Testaments, are verbally inspired of God and the revelation of God to man, the infallible, authoritative rule of faith and conduct (II Timothy 3:15-17; I Thessalonians 2: 13; II Peter 1:21).

#### 2. The One True God

The one true God has revealed himself as the eternally self-existed "I AM," the Creator of heaven and earth and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and association as Father, Son, and Holy Spirit (Deuteronomy 6:4; Isaiah 43: 10,11; Matthew 28:19; Luke 3:22).

#### 3. The Deity of the Lord Jesus Christ

The Lord Jesus Christ is the eternal Son of God. The Scriptures declare:

His virgin birth (Matthew 1:23; Luke 1:31,35).

His sinless life (Hebrews 7:26; I Peter 2:22).

His miracles (Acts 2:22; 10:38).

His substitutionary work on the cross ( I Corinthians 15:3; II Corinthians 5:21).

His bodily resurrection from the dead (Matthew 28:6; Luke 24:39; I Corinthians 15:4).

His exaltation to the right hand of God (Acts 1:9,11; 2:33; Philippians 2:9-11; Hebrews 1:3).

#### 4. The Fall of Man

Man was created good and upright; for God said, "Let us make man in our image, after our likeness." However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God (Genesis 1:26-27; 2:17; 3:6; Romans 5:12-19).

#### 5. The Salvation of Man

Man's only hope of redemption is through the shed blood of Jesus Christ the Son of God.

##### Conditions to Salvation

The inward evidence of salvation is the direct witness of the Spirit (Romans 8:16). The outward evidence to all men is a life of righteousness and true holiness (Ephesians 4:24; Titus 2:12).

##### The Evidences of Salvation

The inward evidence of salvation is the direct witness of the Spirit (Romans 8:16). The outward evidence to all men is a life of righteousness and true holiness (Eph. 4:24; Titus 2:12).

#### 6. The Ordinances of the Church

##### Baptism in Water

The ordinance of baptism by immersion is commanded in the Scriptures. All who repent and believe on Christ as Savior and Lord are to be baptized. Thus they declare to the world that they have died with Christ and that they also have been raised with Him to walk in newness of life (Matthew 28:19; Mark 16:16; Acts 10:47,48; Romans 6:4).

### Holy Communion

The Lord's Supper, consisting of the elements (bread and the fruit of the vine) is the symbol expressing our sharing the divine nature of our Lord Jesus Christ ( II Peter 1:4); a memorial of His suffering and death ( I Corinthians 11:26); and a prophecy of His second coming ( I Corinthians 11:26); and is enjoined on all believers "until He come!"

### 7. The Baptism in the Holy Spirit

All believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Spirit and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian church. With it comes the enduement of power for life and service, and the bestowment of the gifts and their uses in the work of the ministry (Luke 24:49; Acts 1:4,8; I Corinthians 12:1-31). This experience is distinct from and subsequent to the experience of the new birth (Acts 8:12-17; 10:44-46; 15:7-9). With the baptism in the Holy Spirit come such experiences as an overflowing fullness of the Spirit, intensified consecration to God and dedication to His work (Acts 2:42), and a more active love for Christ, for His Word, and for the lost (Mark 16:20).

### 8. The Initial Physical Evidence of the Baptism in the Holy Spirit

The baptism of believers in the Holy Spirit is witnessed by the initial physical sign of speaking with other tongues as the Spirit of God gives them utterance (Acts 2:42). The speaking in tongues in this instance is the same in essence as the gift of tongues (I Corinthians 12:4-10, 18), but different in purpose and use.

### 9. Sanctification

Sanctification is an act of separation from that which is evil, and of dedication unto God (Romans 12:1, 2; I Thessalonians 5:23; Hebrews 13:12). Scriptures teach a life of "holiness without which no man shall see the Lord" (Hebrews 12:14). By the power of the Holy Spirit we are able to obey the command, "Be ye holy, for I am holy." (I Peter 1:15, 16).

Sanctification is realized in the believer by recognizing his identification with Christ in His death and resurrection, by faith reckoning daily upon the fact of that union, and by offering every faculty continually to the dominion of the Holy Spirit (Romans 6:1-11, 13; 8:1, 2, 13; Galatians 2:20; Philippians 2: 12, 13; I Peter 1:5).

### 10. The Church and Its Mission

The Church is the body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Every believer, born of the Spirit, is an integral part of the general assembly and church of the firstborn, which are written in heaven (Ephesians 1:22, 23).

### 11. The Ministry

A divinely called and scripturally ordained ministry has been provided by our Lord for the three-fold purpose of leading the Church in: (1) evangelization of the world (Mark 16: 15-20). (2) Worship of God (John 4:23, 24), and (3) building a body of saints being perfected in the image of His Son (Ephesians 4: 11, 16).

### 12. Divine Healing

Divine healing is an integral part of the gospel. Deliverance from sickness is provided for in the Atonement and is the privilege of all believers (Isaiah 53:4, 5; Matthew 8:16, 17; James 5: 14-16).

### 13. The Blessed Hope

The resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the Church (I Thessalonians 4:16, 17; Romans 8:23; Titus 2:13; I Corinthians 15:51, 52).

### 14. The Millennial Reign of Christ

The second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on the earth for one thousand years (Zechariah 14:5; Matthew 24: 27, 30; Revelation 1:7; 19:11-14; 20: 1-6). This millennial reign will bring the salvation of national Israel (Ezekiel 37: 21, 22; Zephaniah 3:19, 20; Romans 11: 26, 27) and the establishment of universal peace (Isaiah 11: 6-9; Psalms 72: 3-8; Micah 4: 3, 4).

#### **15. The Final Judgment**

There will be a final judgment in which the wicked dead will be raised and judged according to their works. Whosoever is not found written in the Book of Life, together with the devil and his angels, the beast and the false prophet, will be consigned to everlasting punishment in the lake which burneth with fire and brimstone, which is the second death (Matthew 25:46; Mark 9: 43-48; Revelation 19: 20; 20: 11-15; 21:8).

#### **16. The New Heavens and the New Earth**

“We, according to His promise, look for new heavens and a new earth, wherein dwelleth righteousness” (II Peter 3:13; Revelation 21, 22).

**BYLAWS**

**for**

**DISTRICT AFFILIATED CHURCHES**

**of the**

**SOUTHERN CALIFORNIA DISTRICT COUNCIL  
OF THE ASSEMBLIES OF GOD**

**ARTICLE I. NAME**

The name of this church shall be: \_\_\_\_\_

**ARTICLE II. PURPOSES**

1. Inasmuch as the Lord Jesus Christ came to glorify the Father (John 17:4), so the purpose of this Church shall be to glorify God (Ephesians 1:12).
2. Inasmuch as the Lord Jesus Christ came to make disciples (Mark 1:17), so the purpose of this Church shall be to disciple persons in Christian belief and practice (Matthew 28:18-20).
3. Inasmuch as the Lord Jesus Christ came to save sinners (Luke 19:10), so the purpose of this Church shall be to proclaim salvation through repentance, forgiveness, and faith in Christ (Luke 24:47).
4. Inasmuch as the Lord Jesus Christ came to serve (Mark 10:45), so the purpose of this church is to meet human need as resources are available (Matthew 25:31-46).

**ARTICLE III. AFFILIATION**

This Church is a Member Church of the Southern California District Council of the Assemblies of God.

This Church shares in the privileges and assumes the responsibilities enjoined by its affiliation with the District Council.

**ARTICLE IV. TENETS OF FAITH**

The Tenets of Faith of this Church shall be those given in the Constitution of the General Council of the Assemblies of God. A concise statement of these Tenets of Faith is given as follows:

### Statement of Fundamental Truths

The Bible is our all-sufficient rule for faith and practice. This Statement of Fundamental Truths is intended simply as a basis of fellowship among us (i.e., that we all speak the same thing, I Corinthians 1:10; Acts 2:42). The phraseology employed in this statement is not inspired or contended for, but the truth set forth is held to be essential to a full-gospel ministry. No claim is made that it contains all Biblical truth, only that it covers our need as to these fundamental doctrines.

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#### 5. The Salvation of Man

Man's only hope of redemption is through the shed blood of Jesus Christ the Son of God.

##### 1. Conditions to Salvation

Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Spirit, being justified by grace through faith, man becomes an heir of God according to the hope of eternal life (Luke 24:47; John 3:3; Romans 10:13-15; Ephesians 2:8; Titus 2:11; 3:5-7).

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The inward evidence of salvation is the direct witness of the Spirit (Romans 8:16). The outward evidence to all men is a life of righteousness and true holiness (Ephesians 4:24; Titus 2:12).

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#### 16. The New Heavens and the New Earth

"We, according to His promise, look for new heavens and a new earth, wherein dwelleth righteousness" (II Peter 3:13; Revelation 21, 22).

### **ARTICLE V. MEMBERSHIP**

#### Section 1. Standard of Membership

The standard of membership in this Church shall be:

1. Evidence of a genuine experience of salvation (John 1:12-13, 3:3-8; I Peter 1:18-25).
2. Evidence of a consistent Christian life (Romans 6:4, 13:13-14; Ephesians 4:17-32; 5:1-2,15; I John 1:6-7). Any immorality condemned in Scripture, including the sexual immoralities of fornication, adultery, and homosexuality, shall be considered grounds for refusing membership until repentance is assured.
3. Agreement with the Tenets of Faith as set forth in Article IV.
4. Agreement to give ten percent of income (the tithe) on a regular basis, as well as other contributions as the Lord enables, for the support of this Church in accordance with the Scriptures (Malachi 3:20; I Corinthians 16:2; II Corinthians 9:6-9).
5. Agreement to comply with and be bound by these bylaws.
6. Evidence of a cooperative, submissive, humble and Christ-like spirit as the Scriptures enjoin.

#### Section 2. Categories of Membership

The Church shall have four categories of members. The designation of such categories and the qualifications and rights of the members of such categories shall be as follows:

1. **Active.** Active membership shall be open to all those eighteen (18) years of age and older who shall freely give of themselves to the commitments of membership as stated in Section 1 of this Article. The voting membership shall be composed of the active members who have been active members for at least ninety consecutive days prior to a regular or specially called business meeting.
2. **Associate.** Associate membership shall be composed of those who for various reasons do not wish to be active members but who desire the fellowship of the Church. They shall freely give of themselves to the commitments of

membership as stated in Section 1 of this Article, but shall be non-voting members.

3. Junior. Junior membership shall be open to those whose age is below eighteen (18) years of age, who have sufficient spiritual and mental maturity to freely give of themselves to the commitments of membership as stated in Section 1 of this Article. Junior members shall be non-voting members. When a junior member reaches the age of eighteen (18), the Board shall change his membership to another appropriate category.
4. Inactive. Any enrolled member who fails to attend services regularly or who ceases to take an active part in the life of the Church may be transferred to the inactive roll according to the procedures set forth in this Article, Sections 8 and 9. Inactive members shall not have a vote in Church meetings. A written request by the inactive member or a motion by a member of the Board for reinstatement to the prior status shall be considered at the next duly noticed meeting of the Board. An affirmative vote of two-thirds of a quorum of the Board shall be required for such action.

#### Section 3. Election of Members

1. By application or transfer. Persons desiring to become members of the Church shall fill out an application form approved by the Board. The Board may accept, in lieu of a completed application, a letter of transfer from another Assemblies of God church. The Pastor or his designated membership committee shall examine the application or transfer according to the standards of membership (Section 1), and shall make recommendations to the Board. The Board shall consider the application or transfer at its next duly noticed meeting. An affirmative vote of two-thirds of a quorum of the Board shall be required for election to membership. Persons so elected shall be publicly received into membership at any regular church service.
2. Membership Class. The Pastor and Board may authorize the establishment of a membership class and require any prospective member to complete the class prior to the prospective member's submission of an application or transfer. The Membership Class shall be under the direction of the Pastor or his designee.
3. Credentialed Ministers. Ministers credentialed with the Assemblies of God, other than those on the church staff or payroll, may hold Associate Membership in this Church. Ministers credentialed with the Assemblies of God who are on the church staff or payroll may hold active membership during the time they hold position with the Church. Except for the provision just given, active membership may not be given to any Assemblies of God or non-Assemblies of God credentialed minister without the written approval of the Southern California District Council Executive Presbytery.

#### Section 4. Resignation

Any member desiring to resign may file a written resignation with the Pastor or Secretary who shall present it to the Board at its next duly noticed meeting. An affirmative vote of two-thirds of a quorum of the Board shall be required to approve the resignation.

#### Section 5. Transfer

Any member desiring to be transferred to some other church may apply to the Pastor or Secretary for a letter of transfer. Said letter shall be granted if approved by an affirmative vote of two-thirds of a quorum of the Board.

#### Section 6. Alteration or Termination of Membership

Unscriptural conduct or failure to maintain and abide by the standards of membership given in Sections 1 and 10 of this Article shall constitute sufficient grounds upon which any member may be removed from the membership or disciplined by being placed in a category of membership other than active membership (Matthew 18:15-18; Romans 16:17-18; I Corinthians 5:11; Galatians 1:8-9; Titus 3:1-5). The Board shall have the duty to investigate any charges against a member and to determine whether there has been unscriptural conduct or failure to maintain and abide by the standards of membership given in Sections 1 and 10 of this Article. The Board shall ascertain what action has been taken by the Pastor or others to counsel or assist the member. In acting upon any such investigations, the Board shall follow the procedures set forth in this Article, Sections 7, 8 and 9. Upon a vote in accordance with these procedures the Board may

terminate the membership and strike that member's name from the roll or reclassify his membership.

#### Section 7. Review of Membership Roll

The Pastor and Board shall revise the membership roll within ninety (90) days of the annual business meeting and at such other times as they deem necessary. The review preceding the annual business meeting shall be completed not less than fifteen (15) days prior to the meeting. At its annual revision and more often as need may require, the Board shall remove from the roll all names of members who are deceased, together with the names of those who have resigned, or whose membership has been terminated. The roll shall accurately reflect the category of membership of each member.

#### Section 8. Action of the Board Affecting Membership Status

The Board by an affirmative vote of two-thirds of a quorum may alter or terminate the membership of a member for cause at any duly noticed meeting provided that at least ten (10) days prior written notice of such pending action is given to the said member. The member involved shall be given an opportunity to be heard at such meeting.

#### Section 9. Right of Appeal

Any member whose membership has been altered or terminated by the Board has the right to appeal. Appeal for reconsideration may be made to the Field Director and Sectional Leadership Team, with the Board of the Church. Its decision is final.

#### Section 10. Necessity of Unity

1. Cooperative action. The membership of this Church shall give consent to its forms of government, together with the past policies mutually agreed upon, and agree to the policy of fundamental unity and agreement, alike in doctrine, conduct and action, and shall conform to the Scriptural injunction that there be no divisions in the body. They shall be subject to those who may be delegated to rulership as the Word of God plainly teaches, that the principle of Christian fellowship may be kept inviolate and perpetuated, recognizing its fundamental importance. A member who exercises the rights of membership given in these bylaws shall not be deemed to be lacking cooperative action unless such a member refuses to abide by a final decision once that decision has been reached or pursues his bylaw-created rights with an un-Christlike spirit and manner.
2. Attitude toward strife. Inasmuch as no Christian institution can comply with the plain teaching of Scripture unless unity and harmony predominates within its circle, no member of this Church may use means to incite or engender strife, but shall work in harmony with the membership, the Board, and church officers, as did the early Church (Acts 2:42). If there is cause for dissatisfaction, it shall be called to the attention of the Pastor and the Board in a manner and spirit which conforms to provisions given in these bylaws.

### **ARTICLE VI. Meetings**

#### Section 1. Regular Services

Meetings for public worship shall be held as may be determined by the Pastor and Board.

#### Section 2. Special Services

Services, conventions, and other special services shall be planned by the Pastor. The Pastor may counsel with the Board in such planning; he shall keep it informed of such plans.

#### Section 3. Annual Business Meeting

The church year shall coincide with the calendar year, beginning on January 1 and running through December 31 of each year. There shall be a general meeting of the membership to be known as the annual business meeting. It shall be held annually during the months of January or February for the transaction of such business as may be brought to the meeting. The time and place of the annual business meeting shall be set by the Board.

The annual business meeting may be postponed for a reason, for a period not to exceed thirty (30) days, by action of the Pastor and Board.

#### Section 4. Order of Business

The regular order of business for the annual business meeting of the Church shall be as follows:

1. Devotional
2. Roll call
3. Approval of prior minutes
4. Report of the Pastor
5. Report of the Treasurer
6. Report of committees
7. Unfinished business
8. Nominations for open Board positions (if applicable)
9. New business
10. Adjournment

#### Section 5. Special Business Meetings

Special business meetings of the church may be called by:

1. The District Superintendent of the Southern California District Council of the Assemblies of God; or
2. The Secretary of the Board upon the written order of a majority of the Board.

#### Section 6. Notice of Business Meetings

Notice of all annual and special business meetings shall be made by verbal announcement during two consecutive Sunday morning services prior to such meeting. Notice may additionally be published in the form of bulletin announcements, mail, or in such other form as may be determined by the Board. An exception regarding notice of a business meeting shall be made when it is called by the District Superintendent; in such case, the notice shall be made by verbal announcement during one Sunday morning service provided notice of such a meeting shall have been mailed to the active membership at least seven (7) days prior to the meeting.

#### Section 7. Quorum

There shall be two alternatives in determining a quorum.

1. When the purpose of voting is to request the Southern California District Council Executive Presbytery to change the Church from that of a District Affiliated Church to a General Council Affiliated Church, no matters may be voted on and no business may be conducted unless fifty percent (50%) or more of the active members shall be present to constitute a quorum.
2. No matters may be voted on and no business may be conducted at any meeting, when called for any other purpose except that specified in the immediately preceding paragraph, unless twenty-five percent (25%) or more of the active members shall be present to constitute a quorum, referred to in these bylaws as a minimum quorum.

#### Section 8. Absentee Voting

Absentee voting or absentee ballots shall not be permitted at any annual or specially called Church business meeting. This prohibition extends to all elections and all issues.

#### Section 9. Unauthorized Meetings and Activities

No member of this Church shall promote private enterprises, activities, or meetings (such as private prayer meetings, Bible studies, action groups) which involve the membership of this Church which have not been sanctioned by the Pastor and Board. No member shall use his influence to draw other members of the Church into such outside activities. If additional services are desired besides those provided for, such services must have the approval of the Pastor and be under his general supervision. In the event the Church is temporarily without a Pastor, such services must have the approval of the Board.

## ARTICLE VII. THE BOARD

### Section 1. Definition

There shall be a Board of this Church which shall be comprised of the Pastor and such other members as are appointed by the District Superintendent. Such a Board may be referred to as the Official Board or the Board of Directors.

"Board member" shall be a term referring to members of the Board other than the Pastor, although the Pastor shall be a member of the Board.

### Section 2. Qualifications

1. The Board member's relationship to God. Board members shall be persons who evidence a mature and vital walk with God. They shall be the persons whom others readily identify as those who walk in Christ's steps; who can be turned to in times of spiritual need for Godly and wise counsel; who manifest a life of holiness, wisdom, and faith, and who are filled with the Spirit (Acts 2:4; 6:3).
2. The Board member's relationship to family. A Board member may be unmarried or married to one spouse. A Board member's family shall be a positive, wholesome, and imitable influence upon others (inasmuch as children who have come of age cannot be coerced into the Faith, Board members are not to be regarded as necessarily derelict in their Christian duties if their teenage and older children are not believers) (Luke 15:11-13).
3. The Board member's relationship to self. A Board member shall be a wholesome person spiritually and emotionally. The Board member's life shall manifest the fruit of the Spirit (the life qualities of the indwelling Christ): love, joy, peace, endurance, kindness, goodness, faithfulness, gentleness, and self-control.
4. The Board member's relationship to the Body of Christ. Board members shall be persons to whom believers look for guarding the Church from false doctrine and false teachers, promoting and/or teaching sound doctrine within the Church, and providing leadership, direction and counsel to the congregation in matters pertaining to the Church as a whole. Their involvement in the life of the congregation and commitment to the standards of membership given in Article V, Sections 1 and 10, shall be exemplary.
5. The Board member's relationship to the world. Board members must be above reproach, having a good reputation among those outside the Church.
6. Board members shall bear the qualifications of life given for the office of deacon (I Timothy 3:8-13) or bishop (I Timothy 3:1-7), and exhibit the qualities of character found in Matthew 5:3-12; Romans 12:9-21; I Corinthians 13; Galatians 5:22-26; and II Peter 5:1-9.

### Section 3. Duties

1. The Board shall act in an advisory capacity to the Pastor in all matters pertaining to the Church in its spiritual life.
2. The Board, with the Pastor, shall be the executive body in the conduct of the functions and privileges of the Church. They shall serve as directors of the corporation.
3. The Board, with the Pastor, shall act in the examination of applicants for membership and in the discipline of members.
4. The Board, with the Pastor, shall be the trustees of the Church property and finances, and shall be responsible for care of the same.

5. The Board shall conduct itself within guidelines and procedures given it in the Bylaws and the Manual for District Affiliated Churches, Pastors and Boards, and shall be monitored by the Field Directors.
6. The Board, with the Pastor, shall adopt procedural rules from time to time as necessary for the proper functioning of the Church.
7. The Board and the Pastor shall fulfill their spiritual and temporal duties in a spirit of servanthood to the Lord, the Church, and one another. Neither the Pastor nor the Board are to exercise dictatorial leadership over one another or the Church; but shall cooperatively work together as a model of Christian unity and leadership, each submitting to one another as the Spirit, need, or circumstance may require. When disunity becomes present between the Pastor and Board, it shall be the responsibility of each to attempt to solve the difficulty between them; if failing to do so, it shall be the responsibility of each to seek the mediating efforts of the District Superintendent or his designee in order that the conflict may not be carried into the Church, but resolved within the circle of leadership.
8. The Board shall determine the salary of the ministers and employees of the Church, as provided in Article XII, Section 7. The Pastor shall be provided an annual paid vacation, if possible, time and length to determined by mutual agreement. The Board shall also endeavor to provide the finances necessary for the Pastor to attend District Ministers' Retreat, District Council, and General Council meetings. Such attendance shall not be considered a part of the Pastor's vacation.

#### Section 4. Number of Board Members

The number of persons serving as Board members shall be a minimum of three (3) plus the Pastor. As the church grows, others can be added at the discretion of the District Superintendent.

#### Section 5. Election of Board Members

The District Superintendent shall appoint the Board members. Board members may be appointed from within or outside the church so long as the Board member is either a member of an Assemblies of God church or is a credentialed minister with the Southern California District Council of the Assemblies of God.

#### Section 6. Term of Office

The term of office shall be for a period of three (3) years. The time may be extended at the discretion of the District Superintendent upon recommendation of the Field Director.

#### Section 7. Regular Meetings

The Pastor shall call a regular meeting of the Board within thirty (30) days after the annual business meeting. Thereafter, the Board may provide by resolution the time and place for the holding of additional regular meetings of the Board. The Board shall meet a minimum of nine (9) times a year.

#### Section 8. Special Meetings

Special meetings of the Board may be called by or at the request of the Pastor or any two (2) Board members. The person or persons authorized to call special meetings of the Board may fix the time and place for holding any special meeting of the Board called by them.

#### Section 9. Notice of Meetings

Notice of regular meetings of the Board may be made by a Board resolution adopted at the initial meeting of the Board following the annual business meeting, or at any subsequent meeting of the Board during its term.

Notice of any special meeting of the Board shall be given at least four days previously thereto by written notice delivered personally or sent by mail pursuant to Article XI. Any Board member may waive notice of any meeting. The attendance of any Board member at any meeting shall constitute a waiver of notice of such meeting, except where a Board member attends for the express purpose of objecting to the transaction of business because of failure of notice. The business to be

transacted at the meeting need not be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these bylaws.

#### Section 10. Quorum

A majority of the Board members shall constitute a quorum for the transaction of business at any meeting of the Board. If less than a majority of Board members are present at said meeting, a majority of the Board members present may adjourn the meeting from time to time without further notice.

#### Section 11. Manner of Acting

The act of a majority of the Board members present and voting at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by law or these bylaws.

#### Section 12. Vacancies

In the event of a vacancy due to the resignation, death, or removal of a Board member, the District Superintendent shall select his replacement.

A Board member shall have vacated his office when he submits a written resignation or when he verbally resigns to the District Superintendent.

A Board member may have his office declared vacant by the District Superintendent.

### **ARTICLE VIII. OFFICERS AND STAFF**

#### Section 1. Pastor

1. **Qualifications.** The Pastor of this church shall at all times be a credentialed minister of the General Council of the Assemblies of God, or a minister serving with the express written approval of the Executive Presbytery of the Southern California District Council of the Assemblies of God, Inc. In no event shall a former Pastor of this Church who is no longer credentialed by the General Council of the Assemblies of God, Inc., serve as an employee of this Church without the express written consent of the Executive Presbytery of the Southern California District Council of the Assemblies of God, Inc.
2. **Duties.**
  - a. The Pastor, as designated in the Scriptures, is the head of the Church under the leadership of the Lord Jesus, and is referred to under the title of "pastor" or "shepherd" (Ephesians 4:11), "bishop" or "supervisor" (I Timothy 3:2-7), and "presbyter" or "elder" (Titus 1:5).
  - b. The Pastor shall have oversight of the Church, its ministries and employees, in accordance with the provisions of Article VII, Section 3.
  - c. The Pastor shall be the President of the Corporation, Chairman of the Board, and shall preside over all Church Business meetings and Board meetings; except when the District Superintendent provides otherwise.
  - d. The Pastor shall be an ex-officio member of all other Boards and committees within the Church.
  - e. The Pastor shall be responsible for the preparation of the agenda of all Church business meetings and Board meetings, except when the District Superintendent provides otherwise.
  - f. The Pastor shall provide for all services of the Church and shall arrange for all special meetings, conventions, and revival campaigns. No person shall be invited to minister in the Church without his approval.
  - g. The Pastor shall endeavor to represent the Church in Sectional, District and General Council activities.



quorum is present. The members of such committees or the personnel of such departments shall be appointed by the Pastor subject to ratification by the Board. Anyone so appointed shall serve at the pleasure of the Pastor or Board.

#### Section 3. Chairman

One member of each committee shall be appointed chairman by the person or persons authorized to appoint the members thereof.

#### Section 4. Vacancies

Vacancies in the membership of any committee or department position may be filled by appointments in the same manner as provided in the case of the original appointments.

#### Section 5. Quorum

Unless otherwise provided in the resolution of the Board designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

#### Section 6. Duties

Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the Board.

### **ARTICLE X. MANNER OF GIVING NOTICE**

Whenever these bylaws do not state otherwise, notice is required to be given to any Board member, officer, or member, and such notice shall not be construed to mean personal notice, but may be given in writing, by mail, by depositing the same in the post office or mailbox, in a postpaid sealed envelope, addressed to such member, officer, or Board member at such address as appears on the records of the Church and such notice shall be deemed to be given at the time when the same shall be thus mailed.

### **ARTICLE XI. FINANCE**

#### Section 1. Income

The financial needs of the Church shall be met by tithes, offerings, gifts, devises, bequests, trusts, annuities, contributions and such other means as the Board may approve.

#### Section 2. Budget

The Board shall prepare annually a unified budget for the Church. Said unified budget shall include all monies received or expended by or for any and all departments of the Church.

#### Section 3. Banking

The Treasurer shall properly account for or cause to be accounted all monies received by any and all departments of the Church and immediately deposit or cause to be deposited the same in the bank account or accounts of the Church which the Board shall from time to time establish.

#### Section 4. Withdrawals

Two signatures shall be required on any withdrawal of monies from any account. The persons authorized to sign for said withdrawals shall be the President, Vice-President, Secretary, Treasurer, or persons named by the Board. All withdrawals shall be made under the supervision of the Board.

#### Section 5. Audit

The Board shall audit the books annually or more often. They shall review monthly income and disbursements statements.

#### Section 6. Encumbering

The Board shall not have the power to borrow. Authority to borrow is vested in the Southern California District Council Executive Presbytery (Article XIII, Section 2).

#### Section 7. Salaries

The Pastor shall be given regular and adequate financial support to the best of the Church's financial ability, the amount and manner of which shall be determined by agreement between the Pastor and Board. The salaries of all members of the pastoral staff and other full-time or part-time employees shall be set by the Board with the advice and counsel of the Pastor. All salaries and benefits shall be reviewed by the Board on an annual basis or more frequently as the Board desires. A general principle shall be that as the church prospers and the General Fund income grows under the Pastor's leadership, that percentage of growth shall be applied to the Pastor's salary for the next year.

#### Section 8. Missionary commitments and Missions Projects

Regular financial support to missionaries, missionary projects, and other person(s) and causes related to missions shall be decided upon by the Board.

#### Section 9. Benevolence Fund

The Church, in the exercise of its religious purposes and mission, has established a benevolence fund to assist persons in financial need. The Church welcomes contributions to the fund. Donors may feel free to suggest beneficiaries of the fund or of their contributions of the fund. However, the administration of the fund, including all disbursements, is subject to the exclusive control and discretion of the Board. The Board may consider suggested designations, but in no event is it bound to honor them. Donors wishing to make contributions subject to these conditions ordinarily may deduct their contributions if they itemize their deductions. Checks should be made payable to the Church, with a notation that the funds are to be placed in the benevolence fund.

#### Section 10. "First Money"

It is the responsibility of the Pastor, as CEO of the church, to safeguard the testimony and financial reputation of the Church. "First money" shall go to the payment of the mortgage and other bills of the church before salaries, either current or past. This applies also to any back or unpaid salaries at the time of the Pastor's resignation.

### **ARTICLE XII. COOPERATION WITH DISTRICT AND GENERAL COUNCILS**

#### Section 1. Benefits of Affiliation

This Church may receive the following benefits resulting from its status as a Member Church of the Southern California District Council and as a District Council Affiliated Church.

1. Purpose. This Church is entitled to participate in the reasons-for-being of the Assemblies of God as declared in the Constitutional Declaration of the General Council Constitution.
2. Doctrine. This Church is undergirded by sound Biblical doctrine (see Article IV).
3. Pastors and Staff Ministers. This Church may be assured that those serving the Church in a ministerial capacity shall be credentialed by and accountable to the Southern California District Council and/or the General Council of the Assemblies of God, or have the express written approval of the Executive Presbytery of the Southern California District Council.
4. Itinerant ministers. This Church is entitled, through its Pastor, to the strengthening ministry of evangelists, teachers, and various types of itinerant ministers credentialed with the General and/or District Council.

5. Listing. This Church is entitled to be listed in the current annual District and General Council Yearbooks. Such listing qualifies the Church to receipt donations given it and accords the Church the benefit of being under the umbrella of the Assemblies of God qualification as a non-profit corporation bearing Internal Revenue 501(c)(3) status.
6. Oversight and Accountability. This Church is entitled to receive counsel and direction from those whose election and qualification have set them aside as overseers in God's work. Such counsel and direction may come from the Field Director or elected District Officials.
7. U.S. and World Missions. This Church is entitled to participate in the vibrant home and world missionary work of the Assemblies of God through giving its people and financial resources for the spread of the Gospel under a program with strict doctrinal and financial accountability.
8. Departments. This Church is entitled to utilize the services of General Council and District Council departments for the strengthening of its local ministry.
9. Vanguard University and Chi Alpha. This Church is entitled to utilize the resources of Vanguard University and the District Chi Alpha Ministry for its college students to be nurtured in the Faith within a Christian or secular college context.
10. Pinecrest Christian Conference Center. Subject to availability and expense, this Church is entitled to the use of this excellent resource for Christian conference grounds in an idyllic mountain setting. Whether through use of Pinecrest for the church itself, or through the Church's participation in District-wide conferences and camps, Pinecrest may be utilized for the evangelization and edification of all ministered to by this Church.
11. Teen Challenge. This Church may avail itself of the resources of Teen Challenge in seeking to minister to those within our Church and community who are dependent upon chemicals or alcohol.
12. Official Representation. This Church, by action of its Board, may appoint one of its members to serve as a lay representative at District Council and Sectional Council business meetings.
13. Church Loans. This Church may utilize the resources of the District financial standing to help it obtain church financing.
14. Change in Status. When the church is capable in maturity, leadership and finance to become a sovereign assembly, the pastor shall obtain permission from the District leadership, through the Area Director and Sectional Presbyter, to present this to the Church. At any regular or specially called business meeting, the active membership by majority vote of a maximum quorum may request the Southern California District Council Executive Presbytery to change the membership status of the Church from that of a District Council Affiliated Church to that of a General Council Affiliated Church.

#### Section 2. Responsibilities of Affiliation

1. Prayer. This Church shall pray for the global, national and district ministry of the Assemblies of God.
2. Support.
  - a. General Council. This Church shall send an offering each year to the General Council for its support in an amount not less than one dollar per Church constituent.

- b. District Council. This Church shall send a minimum of one percent (1%) of its general fund, on a monthly basis, to the District United Ministries Fund for the under girding of the District work and expansion. Additional offerings may be given to District departments and ministries.
    - c. Missions. This Church shall support to the best of its ability, on a monthly basis, foreign missionaries from the Southern California District under General Council appointment and home missionaries from the Southern California District Council under District or General Council appointment. To the best of its ability, and through the invitation of the Pastor, this Church shall have such appointed missionaries hold services and minister at missions meetings and conventions, and constituents of this Church shall be encouraged to give faith promises and/or offerings for the support of these missionaries and the approved projects they represent.
    - d. Church Planting and Strengthening. This Church shall give an amount equivalent to ten percent (10%) of its world missions giving to District Home Missions for planting and strengthening other Assemblies of God churches within the District.
  3. Ministry and Mission. This Church shall maintain pure doctrine, operate within its own and District bylaws, conduct itself in a manner consistent with Assemblies of God principles and integrity, and ensure that its assets are not dissipated but at all times conserved and dedicated to the historic mission of the Assemblies of God.
  4. Integrity and Fidelity. This Church shall seek to exalt Christ in all its conduct and ministries. It shall remain faithful to live and proclaim the Full Gospel. It shall identify with and affirm its affiliation with the Southern California District Council of the Assemblies of God.
  5. Records. This Church shall cause a copy of its important corporate records to be kept on file at the District Office. Such records shall include, but not be limited to the current:
    - a. Articles of Incorporation
    - b. Constitution and/or Bylaws
    - c. Annual Financial Report
    - d. Copies of Property Deeds
    - e. Completed Annual Church Ministries Report furnished by the General Council
    - f. All amendments made to the Articles of Incorporation, Constitution and/or Bylaws
    - g. Proof of current casualty and comprehensive liability insurance. This Church shall list the District Council as an additional insured on its liability insurance policy.
    - h. Federal identification number.
  6. Accountability. The District Council Articles of Incorporation and Bylaws shall take precedence over the Articles of Incorporation and Bylaws of this Church. The District shall not usurp the authority properly vested in this Church; however, when the governance provisions of this District Council's Articles of Incorporation and/or Bylaws, the District's provisions of this Church are either silent on or in conflict with provisions made in the District Council's Articles of Incorporation and/or Bylaws, the District's provisions shall govern.

7. Arbitration. Any controversy or claim between this Church, or any member or officer of this Church, or any person claiming to be a member or officer of this Church and the District Council or any other member or officer of this church, for which either party may have a cause for legal action (redress from any civil court) shall be submitted to binding arbitration. The arbitrators shall be chosen from the Panel of Arbitrators elected by the District Council in accordance with its bylaws. The disputing parties shall each select one arbitrator from the Panel of Arbitrators, and the third arbitrator shall be selected by the two previously selected arbitrators. Such arbitration shall proceed in accordance with Title 9 of the California Code of Civil Procedure, or any successor statute.

## **ARTICLE XIII. PROPERTY**

### Section 1. Title

All property of whatever kind and wherever situated regardless of how it is acquired by the Church shall be held, sold, transferred or conveyed in the name of the Corporation and/or the Southern California District Council of the Assemblies of God.

### Section 2. Acquisition-Disposition

The Southern California District Council Executive Presbytery shall have the power to mortgage, encumber or hypothecate the assets of the Church. From time to time real and/or personal property may be offered to the Church by a donor or donors which is intended to provide support to the Church rather than for actual use by the Church. The Board shall have the power to accept and to dispose of such property in such manner as they deem appropriate and to execute any and all documents necessary and/or convenient provided such action is authorized by a two-thirds vote of the Board. All other transactions involving real property, whether by purchase, lease, mortgage, encumbrance, sale or otherwise, must be approved by a majority of the Southern California Council Executive Presbytery.

### Section 3. Documents

The President and Secretary shall execute any conveyance, lease, or mortgage when properly approved by the Southern California District Council Executive Presbytery or by the Board when authorized by the Southern California District Council Executive Presbytery.

### Section 4. Dissolution

The property of this Corporation is irrevocably dedicated to religious purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to the Southern California District Council of the Assemblies of God if at the time of the dissolution of this Corporation the Southern California District Council is then organized and operated exclusively for religious purposes and has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code. In the event that the Southern California District Council shall not be organized and operated exclusively for religious purposes, upon the dissolution or the winding up of the corporation, the assets of this Corporation remaining after payment or provision for payment of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for religious purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. Section

### Section 5. Acknowledgment of Express Trust

This Corporation acknowledges that heretofore contributions have been received by this Corporation upon affirmative representations that such contributions would be used to support and advance the objectives and mission of the Southern California District Council of the Assemblies of God, Inc., as well as the objectives and mission of the General Council of the Assemblies of God, Inc. In keeping with the historical policy of this Corporation, through this bylaw provision, this Corporation represents and warrants that all assets and contributions received by this Corporation shall be used to support and advance the objectives and mission of the General Council of the Assemblies of God, Inc. and Southern California District Council of the Assemblies of God, Inc. through a direct affiliation between this Church and said Councils. In addition, the assets of this Corporation are and henceforth shall be impressed with an express trust requiring that such assets be used to support and advance the objectives and mission of the Southern California District Council of the Assemblies of God, Inc. and the General Council of the Assemblies of God, Inc., through such an affiliation.

It is the intent of this bylaw provision to create a trust that is subject to the provision of Section 9142 of the California Corporation's Code, or any successor code provision. The express written consent of the Executive Presbytery of the Southern California District Council of the Assemblies of God, Inc. shall be required to amend, remove or revoke this bylaw provision.

#### Section 6. Disposition of All or Substantially All of Church Assets

The sale, lease, conveyance, exchange, transfer or other disposition of all or substantially all assets of this corporation, shall require the consent or waiver of the State of California Attorney General pursuant to Section 9633 of California's Corporations Code, or any successor code provision, as well as the written consent, or written waiver of the Executive Presbytery of the Southern California District Council of the Assemblies of God, Inc. The express written consent of the Executive Presbytery of the Southern California District Council of the Assemblies of God shall be required to amend, remove or revoke this paragraph.

### ARTICLE XIV. INITIATIVE

#### Section 1. Right of Members

An active member may originate a petition requesting consideration of a matter. Prior to circulation, the petition shall be filed with the Board for its consideration of the matter raised. If the active member desires to appeal the decision of the Board to the matter raised, only then may the petition be circulated.

If the petition requests a special business meeting or intervention by the District Superintendent, a minimum of twenty-five percent (25%) of the active members signing the petition shall be sufficient to require the calling of the special business meeting or intervention by the District Superintendent.

#### Section 2. Manner of Circulation

The circulation of the petition shall be as follows. The petition shall be placed in a folder on a podium or stand in the church foyer where it shall remain for a reasonable time during and after two consecutive Sundays and midweek services. Signatures shall be invalid if added at any place or time other than that which is provided for above. Except for a petition calling for intervention by the District Superintendent, the custodian of the petition shall be a member appointed by the Board. The petition shall be delivered to the Board by its custodian for consideration by the Board; however, when the petition calls for intervention by the District Superintendent, the originator of the petition shall be the custodian of it and shall present the petition to the District Superintendent in person or by certified mail.

#### Section 3. Consequences of Improper Circulation

Any member who circulates a petition in violation of the above sections of this Article shall be considered as having violated the membership requirement of Article V, Section 1, 5 or Section 10; and therefore shall be subject to the provisions of Article V, Section 6.

### ARTICLE XV. MINUTES AND FINANCIAL REPORTS

The minutes of all Board meetings and the monthly and annual financial reports presented to the Board shall be open for inspection at all reasonable hours to any active member. In the event the Board meets in a duly called Executive Session, the minutes shall record the general topic of the Executive Session.

### ARTICLE XVI. ROBERT'S RULES OF ORDER

Where not in conflict with other provisions of these bylaws, Robert's Rules of Order, latest edition, shall control the procedure for all business meetings of the Church, the meetings of the Board, and committees established by or pursuant to the Articles of Incorporation and/or the Bylaws of this Church.

**ARTICLE XVII. NUMBER AND GENDER**

Except where the context indicates otherwise, words in the singular number shall include the plural, and words in the masculine gender shall include the feminine, and vice versa.

**ARTICLE XVIII. AMENDMENTS**

Amendments to the Articles of Incorporation and to these bylaws may be made by majority vote of the Southern California District Council Executive Presbytery.